

# **KJ Millard Ltd**

## **Skip Hire**

**Sandfields Farm Over Norton**

**Chipping Norton Oxfordshire OX7 5PY**

**Tel : 01608 641361 Email : [info@kjmillard.co.uk](mailto:info@kjmillard.co.uk)**

## **Privacy Policy**

### **Data Collection and Use**

KJ Millard Limited take your privacy seriously. We only request personal data necessary for the provision of our waste management services. Personal data you supply will be used as follows:

- To arrange your delivery/collection/exchange
- Manage order queries
- Invoicing
- Credit vetting
- Debt collection
- To discuss your account or changes to this Privacy Policy

### **Your Access to and Control Over Data**

You may opt out of any future contacts from us at any time. You can do this via email to [info@kjmillard.co.uk](mailto:info@kjmillard.co.uk) or telephone 01608 641361.

You also have the right to:

- See what data we hold about you, if any
- Edit any data we have about you
- Ask us to delete your personal data
- Raise concerns you have about our use of your data

### **Account Customers**

In order to use our services, you may be required to complete a Customer Application Form. This application process requires information such as your name, telephone number and email address. This information is used to contact you about orders and we may consult a third-party credit reference agency to assess the level of credit to apply to your account. In the event of default, we may pass your details to a third-party debt collection agency.

### **Sharing**

We do not hold any personal financial information such as credit card details without your written authorisation. KJ Millard Ltd does not retain, share, store or use personally identifiable information for any secondary purposes beyond processing payment for our services as per your orders.

## **Cross-Hiring**

We partner with other GDPR compliant third parties to provide services outside our geographical service area. If you agree to us cross-hiring work for you, we will share contact information necessary for the provision of those services.

## **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. We use encryption to protect your data online and the computers/servers on which we store personally identifiable information are kept in a secure environment. Only employees who need the information to perform a specific job are granted access to personally identifiable information.

## **Notification of Changes**

Whenever material changes are made to this Privacy Policy, we will publish the amended policy on our website.

If you feel we are not abiding by this Privacy Policy, you should contact us immediately on 01608 641361 or email [info@kjmillard.co.uk](mailto:info@kjmillard.co.uk)

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